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AGENCY CONTACT MEMORANDUM

TO: Agency Contacts

FROM: Richard Smothermon, Chief Information Security Officer (Acting)
                  Commonwealth Office of Technology

DATE: July 7, 2008

SUBJECT: Physical Access to the Commonwealth Data Center

It is the responsibility of the Commonwealth Office of Technology to maintain policies that ensure the personal safety of employees and visitors as well as the stability of the systems located in the Commonwealth Data Center (CDC) at 101 Cold Harbor Drive. Recently, changes have been made to COT's physical security policies concerning permissible physical access to restricted areas.   The policy changes were made to strengthen COT's visitor access and security badge procedures.

The updated physical security policies for the CDC are described in COT's Security Standard Procedures Manual which can be reviewed online at http://technology.ky.gov/security/sspm_toc.htm.

Several changes have been made to the Visitors (13.3.3) and the Badge Approval and Usage sections (13.2.1) of this policy.

If there are any questions concerning COT security policies or restricted areas, please call the Security Administration Branch at 502-564-1608 or e-mail the Commonwealth Service Desk (CommonwealthServiceDesk@ky.gov).